

Evolution International School

Emergency Fire Evacuation Policy and Procedures

May 2018

- The school will carry out building evacuation procedures at least three times per year and record the time taken to evacuate the school buildings in the fire logbook.
- The school will test the alarms weekly (Thursday, before 07:30 or after 15:30) to ensure they are working.

Details of fire drills will be entered in the fire logbook include:

- Date
- Duration
- Name of instructors/observers (e.g. Head Teacher and/or Site Supervisor)
- Type of drill (e.g. full evacuation, simulation with blocked exit or route)
- The results including issues arising

Staff should be aware that evacuation procedures, which are successful under practice conditions, may be less so in the event of a fire as they cannot adequately simulate the confusion, fear and uncertainty which can arise in an emergency.

- The school will regularly review the policy and procedures for evacuations (at least annually).
- The school will provide training to staff.
- Should the alarm be raised in LAC, the alarm will sound in Evolution also, signaling evacuation.
- The location of the fire is conveyed to the Lead **Fire Officer Nevein Zakarayia** either directly by the member of staff who has detected the fire or via the School Director
- The school alarms will be checked regularly by the local fire department. These checks will be logged.
- The school fire extinguishers will be checked regularly by the local fire department. These checks will be logged.
- The school will appoint 'Floor Sweepers'. These will be members of staff responsible for checking rooms and toilets as they are evacuated. Floor Sweepers will NOT be expected to return to the building.
- The school will ensure that all staff and visitors sign in at the office so that there is a record of the adults on site. The school will ensure that all adults (visitors and staff) who leave the site sign out and back in again.
- All parent helpers and volunteers will be made aware of the emergency evacuation procedures and their responsibility for ensuring they are followed.
- The Staff Handbook will include the fire/emergency evacuation procedures.

Fire Evacuation Procedures

The first priority of staff in the event of the alarm being raised is the safety of the students in their care. They will lead their class to safety from the front, so that they are best placed to select the safest route. Any teaching assistants, resource assistants or support teachers (should one be working with the class) will act as Floor Sweepers, ensuring no one is left in the room or toilets on the way out, and bring up the rear of the class.

- The Head of Primary will sweep the Montessori classrooms and toilets of building C
- The Head of Secondary will sweep the rooms of building C including the technology room
- The Administrative Assistant will sweep the left side rooms and toilets of building D
- The Assistant Director will sweep the right side rooms of building D including the middle classroom

Substitute sweepers: SENCO and/or DLC

Each classroom and area will have the escape routes displayed. (See appendix 1)

In the event of a fire staff will:

1. Operate the nearest fire alarm to signal the evacuation of the building should a fire be detected.
2. Ensure the location of the fire is conveyed to the Lead Fire Service Officer either directly by the member of staff who has detected the fire or via the School Director
3. Lead students quietly and in an orderly manner to their assembly point at the end of the playground
4. Follow the fire route exit guides displayed in all rooms
5. Know that fire extinguishers are located in the corridors

In the event of a fire the Head of Student Affairs (HSA) will:

Bring all registers, along with the signing in/out book (late book, parent helper & visitor) to the assembly point to enable a count of students to take place. The HSA will distribute the registers and wait for teachers to inform if all students are present. The HSA will inform the Director if any students are missing or if all students are present.

In the event of a fire at break time:

1. Teachers on duty ensure students line up in their fire assembly points
2. Montessori teachers lead students to the assembly points

3. Sweepers conduct their check and the HSA brings out the registers
4. Staff who are taking a lesson or activity in another part of the school will lead the students in their charge to the assembly point
5. Any teachers on site will assist with these procedures

Floor Sweepers

The role of the Floor Sweeper will be to check the classroom is empty of all adults and children. They should check under tables and in play areas in case children are hiding because they are frightened and lead them to safety. They should also check the toilets on their route out of the building.

The School Director should be alerted immediately if a student is missing, who in turn will inform the lead fire officer. No member of staff should re-enter the building until given the all clear by the school director who will wait for notice from the lead fire officer.

Fire Safety

A regular check is made by the School Director and Health and Safety Officer of fire evacuation procedures and that escape routes are clearly visible in all areas of the school.

All exits must be kept clear and fire extinguishers must be easily accessible. (Resources must not be stored in front of either exits or fire extinguishers).

Fire Prevention

Corridors must be kept clear to enable easy and fast access.

Paper or other combustible materials should not be stored by any heat source.

A Fire Risk Assessment is carried out and reviewed annually.

All corridors and classrooms have fire detection installed

Any member of staff choosing to use a fire extinguisher in the event of a small contained fire must do so with care, checking for the correct type of extinguisher; each are clearly labeled.

The nozzle of the CO₂ extinguisher must not be touched as it will burn. It should be directed and then turned on.

NO member of staff is expected to use an extinguisher but must know where they are situated. Training is provided.



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All staff (teaching and support staff) must know where the fire emergency alarms are should they ever need to set one off.